

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

To,

The Regional Provident Fund Commissioner,
Employees' Provident Fund Organisation,
[EPFO Office Address]
[City, State, ZIP Code]

Subject: Submission of KYC Documents

Dear Sir/Madam,

I, [Your Name], am a member of the Employees' Provident Fund (EPF) with the following details:

- EPF Account Number: [Your EPF Account Number]
- UAN (Universal Account Number): [Your UAN]

As per the guidelines provided by EPFO for KYC, I am submitting my KYC documents for your records. The attached documents include:

1. Aadhar Card (Copy)
2. PAN Card (Copy)
3. Bank Passbook/Cheque (Copy)
4. [Any other document you are submitting]

I kindly request you to update my KYC details in your records. If you require any further information or additional documents, please feel free to contact me at the above-mentioned phone number or email address.

Thank you for your attention to this matter.

Yours sincerely,

[Your Signature (if sending a physical copy)]
[Your Name]
[Your EPF Account Number]